



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100
Fax
(617) 796-1113
TDD/TTY
(617) 796-1089
Email
rfuller@newtonma.gov

August 29, 2022

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

To the Honorable City Councilors:

I am pleased to appoint Nyree Kibarian of 68 Los Angeles Street, Unit 103, Newton, 02458 as a member of the Commission on Disability. Her term of office shall expire on October 3, 2025 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller
Mayor

RECEIVED
2022 AUG 29 PM 12:05
CITY CLERK
NEWTON, MA 02459

Application Form

Profile

Nyree _____ Kibarian _____
First Name Middle Initial Last Name

nkibarian@gmail.com _____
Email Address

68 Los Angeles St. _____ Unit 103 _____
Home Address Suite or Apt

Newton _____ MA _____ 02458 _____
City State Postal Code

What Ward do you live in?

Ward 1

Home: (617) 974-0071 _____
Primary Phone Alternate Phone

Marsh USA _____ Advisory Rep _____
Employer Job Title

Which Boards would you like to apply for?

Commission on Disability: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Hi there My name is Nyree Kibarian and I am interested in joining the Commission on Disability. I am a new resident of Newton and to join the Commission on Disability in order to enhance the community's accessibility. I believe my life experience of being a wheelchair user for nearly 20 years would be helpful in this mission. When I'm not at home, I'm working at Marsh USA (part of Marsh McLennan), a risk management firm, as an Advisory Representative in our Executive Liability Practice. In addition to placing coverage for our fortune 500 clients, I am our Boston chapter's co-chair of marsh Cares – the company's local resource group that focusing on nonprofit fundraising and volunteering. When not art work, I like to socialize with friend's at various restaurants (we're all foodies!) and spend time with my family (especially my 3 nephews under 4 years old). I've been advocating for myself for that past 30+ years and it's time to finally advocate for the community. I believe being part of Newton's COD is the perfect venue for advocacy and would be honored to be part of it. Thank you for your consideration! Kind regards, Nyree Kibarian

Upload a Resume

Nyree Kibarian

NYREE KIBARIAN

Newton, MA · Mobile: 617.974.0071

EMAIL · Nkibarian@gmail.com

LINKEDIN PROFILE · <https://www.linkedin.com/in/nyreekibarian/>

ABOUT

A highly motivated and energetic professional experienced working in fast-paced environments in both agency and client-side settings in Marketing and Insurance space. Diversified skill-sets include; project management, customer service, strategic thinking and insights, data analysis, budget management, report generation, and presenting while demonstrating composure and confidence under pressure.

EXPERIENCE

SEPTEMBER 2019 – CURRENT

ADVISORY REPRESENTATIVE, MARSH, A MARSH MCLENNAN COMPANY

- Analyzes client's exposures and in preparation of submissions to underwriters for all Management Liability product lines (i.e.: Directors and Officers Liability, Employment Practices, Fiduciary, Crime, Employed Lawyers, and Kidnap & Ransom)
- Assists in Placement strategy for high limit Directors and Officers Liability insurance renewals
- Negotiates with insurance markets in attaining quotes in smaller lines of coverage (i.e. Employment Practices, Fiduciary, Crime, Employed Lawyers, and Kidnap & Ransom)
- Policy management including follow up for policies, review of policy against bound terms & conditions, request for corrections, if any and delivery of reviewed policy to Distribution for delivery to client
- Documents all activities in the system to ensure timely follow up by client, carriers and client team
- Analyzes client's exposures and in preparation of submissions to underwriters
- Forecasts and confers a basic understanding of changing insurance and risk management market conditions and informs client executives, client advisors, and/or clients of major developments affecting various types of products/coverage

JANUARY 2016 – SEPTEMBER 2019

INSURANCE OPERATIONS SPECIALIST, MARSH, A MARSH MCLENNAN COMPANY

- Interfaces with Marsh's client account team, client contractors and insurance carriers to ensure client needs are being met
- Oversees and enrolls 300+ contractors into an Owner Controlled Insurance Program (OCIP) using MWrap Contractor Portal
- Processes all contract forms and supporting correspondence including Notice of Award, Insurance Premium Worksheet, Enrollment, Certificate of Insurance, Policy Issuance, Payroll Reporting, and Notice of Completion
- Communicates effectively with contractors to obtain missing or incomplete forms
- Interfaces with Marsh's account executives, client contractors and carriers to ensure client needs are being met
- Tracks all insurance credits—periodically reporting the status of credits to the client and assists payroll audits by the insurers
- Assists VP's in drafting quarterly stewardship and claims reports for all assigned accounts
- Issues and delivers standard reports to clients, contractors, and insurers as required
- Facilitates yearly audits between Contractors and Insurers
- Assisted in the development of companywide User Manual materials used by contractor clients, vendors and contractors
- Assists VP's in the creation of a project-specific Insurance Manual
- Follows up consistently with contractors and carriers to resolve problems in a proactive manner

MARCH 2014 – 2015**MARKETING MANAGER, INFORMA CONNECT LIFE SCIENCES**

- Planning, developing, creating, and executing marketing campaigns pertaining to: emails, landing pages, press releases and social media content and partner negotiations
- Writing creative, compelling and timely marketing copy that align with customer or prospect needs
- Capturing on-going digital marketing metrics through Omniture to analyze trends and optimize performance of future campaigns
- Reviewing and proof-reading all print collateral for commercial quality, brand alignment and messaging consistency
- Serving as liaison with internal designers on creation of marketing brand
- Creating targeted lists for campaigns through data mining and segmentation of database
- Establishing list management strategy for outbound sales
- Using ongoing campaign analysis to provide optimal targeting
- Providing reports and analysis of marketing campaigns and attendance numbers to program team — communicating key findings to make suggestions on future activity based on those findings
- Providing post-event reports and analysis to determine effectiveness of each event as well as recommendations for future events

AUGUST 2013 – MARCH 2014**MARKETING ASSOCIATE, INFORMA CONNECT LIFE SCIENCES**

- Ran weekly Inquiry Reports for company C-Suite to identify market trends in Pharma space
- Assisted Business Development team in email marketing campaign blasts using webinars as content
- Spearheaded the application process for CLE, CCB and CPE approvals for all conferences
- Responded to all customer and prospective attendees inquiries regarding their CEUs for CLE, CCB and CPE certifications
- Managed the mailing schedule of credit certificates for conference attendees; CLEs, CCBs and CPEs
- Managed an e-mail nurture campaigns for IVT, CBI's subsidiary publication company
- Submitted lists daily to third party research company
- Data entered lists in in-house database, MIST
- Served as the point of contact in managing publication requests and tracking between corporate and third party vendors for all 100+ conferences
- Compiled data using the in-house marketing database for Program Managers, Business Development Managers and Sales Representatives
- Assisted Digital Marketing Manager with project managing mobile application development for various conferences

ACTIVITIES**REUNION CHAIRPERSON, REGIS COLLEGE CLASS OF 2010**

As the Reunion Chair, I am responsible for recruiting a reunion committee and spearheading reunion planning by coordinating efforts with the Office of Institutional Advancement and Alumni Relations. As the Chair, I build a committee of class officers as well as other volunteers for a planning subcommittee and a fundraising subcommittee—project managing the tasks at hand of committee members by distributing them appropriately.

CO-CHAIRPERSON, Marsh cares (BOSTON CHAPTER), MARSH

Marsh Cares is Marsh's Corporate Resource Group that's committed to strengthening the communities where we work and live, making Marsh a great place to work, and helping the business stay ahead. Our mission is to help build more resilient communities by developing strong leaders and offering colleagues the opportunities to donate their dollars, talents, and voices to causes and non-profit organizations that matter to them.

EDUCATION**MAY 2010****DOUBLE MAJOR IN BUSINESS MANAGEMENT & HISTORY, REGIS COLLEGE**